

## UNAIDS Brazil

### Terms of Reference

**Project:** Maintenance of the Official UCO/BRA Webpages

**Background:** The Joint United Nations Program on HIV/AIDS (UNAIDS) in Brazil requires the services of a competent web professional/company based in Brasilia to maintain and update its official websites, in order to keep the technologies up-to-date and functional. This task is important for UCO/BRA to be able to mobilize and reach out people and resources as part of its Fast-Track approach to promoting the end of the AIDS epidemic by 2030.

Overall, Brazilians are heavy internet users. The most recent research is from 2016 and shows that 139 million people accessed the internet, which comprises 66.4 % of Brazil's population. In 2018, for the first time ever, smartphones have become the preferred device to access the internet in Brazil. Almost half of all internet users only access the web on their phones, according to a recent survey.

After more than three years of its launch, UCO/BRA's main website (unaids.org.br) needs and urgent update in both layout and UX (user experience), especially in terms of migration from a desktop-centered content to a mobile-centered one. Since 2015, internet usage has changed a lot in Brazil. For example, in 2015, 68% of the people who accessed unaids.org.br used a desktop device. In 2018, this trend had shifted to 44% desktop users and 55% as mobile users.

Therefore, the professional/company is going to assist UCO/BRA in redesigning and updating the website from the programming and CMS perspective, as well as in maintaining and updating other online platforms under UCO/BRA responsibility and management.

**Objectives:** To maintain and update the UNAIDS websites unaids.org.br, zerodiscrimacao.org.br and desafiounaids.org.br, developed through the WordPress platform, in order to keep the used technologies up-to-date and functional.

**Services:** Most of the work of the selected professional/company will be done remotely, but person-to-person meetings might be required occasionally at UNAIDS office in Brasilia. Expenses for transportation related to these meetings will be in charge of the selected professional/company, which will also have to:

1. Perform maintenance and update of the WordPress CMS linked to the websites unaids.org.br, zerodiscriminacao.org.br and desafiounaids.org.br;
2. Maintain the current server hosted in Amazon, Linux environment, including critical system updates, maintenance of safety and monitoring rules;
3. Guarantee backup (up to 10Gb) of the three websites in a different cloud platform;
4. Perform environmental restoration in case of failure;
5. Perform minor layout/webdesign updates in case some temporary adjustments are needed;
6. Perform update of unaids.org.br interface, widgets, plug-in and coding;
7. Coordinating with Techsoup platform the grant for use of Amazon host as part of the Google for non Profits agreement.

UNAIDS BRASIL  
PROGRAMA CONJUNTO  
DAS NAÇÕES UNIDAS  
SOBRE O HIV/AIDS

ACNUR  
UNICEF  
PMA  
PNUD  
UNFPA  
UNODC  
ONU MULHERES  
OIT  
UNESCO  
OMS  
BANCO MUNDIAL

SEN Quadra 802  
Conjunto C lote 17  
Brasília - DF  
Brasil

+55 61 3038 9217  
brazil@unaids.org

unaids.org.br

**Time Frame:** From 01 February 2019 until 30 December 2019.

**Qualifications:** The selected professional/company must have:

- Adequate knowledge and at least five years of progressive experience with web design;
- Experience with Wordpress platform and Content Management System – CMS;
- Experience developing interactive websites that allow social media–engagement;
- Knowledge or work experience of PHP programming, MySQL, XHTML, CSS and JavaScript will be considered during the selection process;
- Proven experience in maintenance of safety and monitoring tools for the web;
- Professionals who are based in Brasília will be in advantage due to the eventual need of meeting with the UNAIDS team responsible for the websites above-mentioned.

**Application Requirements:** Candidates must submit financial proposal and CV and/or portfolio to [brazil@unaids.org](mailto:brazil@unaids.org). The email subject line must be indicated “Webmaster - UNAIDS.”

**Supervision:** The selected professional/company will work in close collaboration with the UNAIDS Country Director in Brazil, Georgiana Braga-Orillard.

**Payment Terms:** The payment will be processed on a monthly basis upon delivery of a Technical Report and Financial Statement for each month, as well as approval by the UNAIDS Director.